**C****ourse Registration Form**

Please note carefully the process for Registration:

**Step 1**: Follow the steps below to select courses and seek academic advisement:

* Using your Curriculum Map, select your courses in AEorion, Pay attention to course code and course name.
* Complete the Course Registration Form and email to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) **(ensure the form is named as follows: Student ID number - Student name, as enrolled in AEorion)**
* Alert your Programme Coordinator by call or email and discuss selections for approval
* Your Coordinator will advise you when the form is approved.

**Step 2**: Proceed to SFS to make the payment due using either Option A, Option B or full payment and complete registration.

* Payments should be made between **November 8, 2020** and **January 9, 2021.**
* Selecting a course does not constitute Registration
* Only **fully registered** students will be included on course registers.
* Registration is **not complete** until the student obtains financial clearance from SFS.
* **No** student will be registered after the Late Registration/Add/Drop period   
  **January 22, 2021.**

**Completing the Registration Form**

1. This form must be sent via EMAIL to [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm) before engaging your Advisor/Programme Coordinator.
2. This form must be submitted even if you are making full payment via an online method.
3. ALL students should complete the Course Registration Form
4. The Course Registration Form is available for download from the UCC website*.*
5. Save the form inMicrosoft Word format, **NO OTHER FORMAT WILL BE PROCESSED.**
6. Save Form as: **Student ID#, First name, Last name eg. “9838938 John Doe”.**
7. Send email subject as: **Student ID#, First name, Last name eg. “9838938 John Doe”**
8. Submit the completed form viaemail to: [advisement@ucc.edu.jm](mailto:advisement@ucc.edu.jm).

**NO OTHER DOCUMENT SHOULD BE SENT TO THIS EMAIL ADDRESS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Selection Approval**  (**Form must be saved as Microsoft Word format)** | | | |
| **Semester:** | **Student ID#:** | **Campus:** | **Student Tel:** |
| **Student Name:** |  | | |
| **Programme:** |  | | **Advisor/Coordinator:** |
| **GPA:** *(Not applicable to new students)* |  | | **Full-Time/Part-Time**: |
| **Course Code:** | **Course Title:** | | **Class Day & Time** |
| 1). |  | |  |
| 2). |  | |  |
| 3). |  | |  |
| 4). |  | |  |
| 5). |  | |  |
| Recommendations: | | | |
| Student Signature:  Date: | | | |
| Approved by:  *Programme Coordinator/HOD* Date: | | | |
| Discretionary Approved by: HOD/Dean:  *(As required)* Date: | | | |
| ***Course Registration Procedure, October 29, 2019, Revised October 2020***  [**https://ucc.edu.jm/document/course-registration-procedure**](https://ucc.edu.jm/document/course-registration-procedure) | | | |